

**May, 2014**

**We've Moved to Suite 404—  
New Website, New Office Suite!**

### **BENHA Board and Staff**

**James Bircham, LNHA Chair**  
Jan. 2016

**Thomas Pollock, LNHA Vice  
Chair Jan. 2015**

**Nancy Tuders, RN Secretary**  
Jan. 2015

**Chandra Mehrotra, PhD**  
Public Member Jan. 2015

**Jennifer Pfeffer, LNHA**  
Jan. 2018

**Ann Tagtmeyer, Public Member**  
Jan. 2012

**Jane Pederson, MD**  
Physician Member Jan. 2017

**Nathan J. Johnson, LNHA**  
Jan. 2017

**Marilyn Reiersen, Public Member**  
Jan. 2017

**Ex officio: Robert Held, DHS**

**Ex officio: Darcy Miner, MDH**

**Randy Snyder, Executive Direc-  
tor 651.201.2731**

**Jessica Schultz, Office Manager**  
651.201.2730

## **NAB's Professional Practice Analysis**

For the past two years, The National Association of Boards has been updating the job analyses for both nursing home administrators (NHAs) and residential care/assisted living administrators (RCALs), as well as providing the framework for creating credentials for administration in other lines of service, such as home- and community-based care (HCBS). The work out of this practice analysis will guide the development of long term care administration by identifying common knowledge, skills and tasks across the continuum of care and employing these commonalities as a basis for a new, comprehensive licensure that would be voluntary and nationally recognized.

NAB convened a task force comprised of fifteen subject matter experts (including our own Jennifer Pfeffer, Pathstone Living, from Mankato) representing all three lines of service. The task force identified a "core of knowledge" that applies across all lines of service. NAB, with the help of ProExam, then devised a survey that was distributed to LTCA practitioners across the country, seeking their input as to what the new licensure should cover, and what education, training and experience are necessary to demonstrate competency under this new model. Minnesota had many responses from LNHA among the thousands that responded nationally. Based on these surveys as well as a

series of focus groups with leaders from around the country, NAB is preparing a comprehensive report, which will be presented to the Board of Governors at our June meeting in Louisville.

This report illuminates the implications of the new licensure on LTCA practitioners, as well as on NAB's other stakeholders: state licensing and regulatory boards, state legislatures, academia, continuing education providers and the general public. From this report, the Minnesota Board will then forge new strategies to revise existing curriculum and work with stakeholders that believe in the profession of long term care administration and the immediate impact that quality leadership has on resident's lives.

### **For the Administrator...**

Recently, the board discussed three significant issues and provides this update on Anti-kickback laws, Resident Trust Funds, and succession planning for communities in transition. Additional detailed information is found at [www.benha.state.mn.us](http://www.benha.state.mn.us). Briefly...

#### **Resident Trust Fund Compliance**

With the *USA Today* articles in November, 2013 media attention was placed on long term care facilities as to their proper handling of resident trust funds. Consequently, administrators should evaluate their internal procedures and make the appropriate revisions in order to maintain the greatest level of integrity and compliance with laws and rules. It's a good time to evaluate your internal procedures related to managing "resident trust funds" and compliance with Minnesota Rules 4658.0250 – 4658.0280 and CMS Interpre-

tive Guidelines 483.10; (Ftag 158 to Ftag 161). How frequently do you evaluate or monitor trust fund policies and procedures and authorized personnel with access to trust funds and review the surety bond requirements? Do you have segregation of responsibilities? Are quarterly statements provided to the resident or responsible party? Are your written policies and procedures for resident trust funds current, and are your residents and families familiar with your policies? Monitoring internal controls is critical to your corporate compliance.

#### **Federal Anti-Kickback Law and the Minnesota Licensed Administrator**

At the January 22, 2014 Board of Examiners for Nursing Home Administrators meeting, the Board discussed a recent issue presented to the board as to whether a company can charge a referral fee for placing a resident in a nursing home. The Federal Anti-Kickback law clearly prohibits

this type of arrangement where the resident is receiving any type of federal aid such as Medicare or Medicaid. Minnesota law also prohibits this type of arrangement even when the resident is private pay.

#### **Effective Succession Planning for the Administrator of Record Transition**

Research identifies administrator transition as one of the most significant changes to occur within a facility, campus or community. Transition trauma can be minimized when the departing administrator or board of directors creates a succession plan. A planned administrator transition has a significant probability of minimizing many negative aspects of the event when thoughtful discussions and planned strategies are engaged by boards or owners. For the LNHA, consider the work you've accomplished and know that transitions are challenging for the entire community that provides care within your organization.

Consider these steps for known retirement dates or transition dates of over one year. The organization may consider:

- **Identifying an emerging leader.** Some of the best administrators are those that have worked in other staff positions within the facility.
- **Hiring an Administrator in Training or Assistant Administrator.**
- **Serve as a preceptor with a formal Administrator in Training – Practicum student** from an approved BENHA college.
- **For any candidate, the board/owner should contact the BENHA office with any additional questions after reviewing the initial requirements on the website.** The earlier contact to the board staff the better the individual plan to be developed for the candidate.

## BENHA Welcomes New Board Members!

Governor Mark Dayton announced the reappointment of **Jennifer Pfeffer, LNHA** to the Minnesota Board of Examiners for Nursing Administrators. Jennifer is campus administrator at Pathstone Living in Mankato and has served on the board since 2006. She most recently served on the National Association of Boards Professional Practice Analysis fifteen member committee with subject matter experts from across the nation.

### Interested in Board Appointments?

Board member vacancies occur yearly. The Governor appoints all members with the open appointment cycle beginning in November of each year. All board terms are four years with no official number of terms that can be served.

If you are interested in finding out more regarding the qualifications for serving as a Board member, visit the Office of the Secretary of State, Open Appointments at: [www.sos.state.mn.us](http://www.sos.state.mn.us), or the Board tab at [www.benha.state.mn.us](http://www.benha.state.mn.us).

### Did you know....

- The average age of new licensees is 40.8 and current licensees is 49.1
- 92.4% of licensees renewed online in 2013
- There are approximately 860 active licensees in the State of MN
- In 2013, 12.8% of Minnesota's new LNHA had a Master's Degree or higher
- Minnesota NAB scores are 9.3% higher than the National average

### 2014 – 2015 Board Meetings: Board Office, Minneapolis

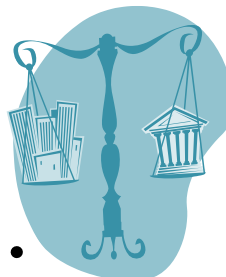
July 23, 2014      October 22, 2014

January 22, 2015      April 22, 2015

Meeting Minutes, Reports, and Newsletters are posted at the board website under the "Board" tab.

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email: [benha@state.mn.us](mailto:benha@state.mn.us)



**Congratulations to  
MN's 44 New  
LNHAs!  
January-December 2013**

Lic#	Name	Date Licensed
4230	Tyler Ahlf	9/9/13
4207	Alicia Albert	5/8/13
4203	Andrew Anderson	3/20/13
4290	Sr. M.E. Anderson	11/5/13
4272	Vani Barry	7/29/13
4217	Matt Berg	9/13/13
4244	Sue Bjelland	5/2/13
4235	Blake Boche	10/2/13
4239	Michael Carlson	7/2/13
4208	Sarah Erickson	7/10/13
4220	Tyler Hoernberg	5/16/13
4242	Hannah Johnson	6/21/13
4225	Stacy Johnson	10/9/13
4199	Kathleen Karr	9/10/13
4223	Timothy Kelly	7/1/13
4279	John Linn	11/19/13
4089	Julie Maruska	6/6/13
4232	Adam Massmann	5/7/13
4241	Cassandra Mayer	7/25/13
4287	John Mielke	12/18/13
4278	Angela G. Nelson	12/30/13
4243	Courtney Nichols	7/8/13
4027	Shelia Nieland-Snyder	4/22/13
4154	Laurie O'Laughlin	5/31/13
3963	Katherine Olson	7/1/13
4238	Dena Otto	2/14/13
4193	Megan Peine	1/23/13
4228	Cami Peterson-DeVries	3/6/13
4273	Tess Pridal	11/27/13
4170	Beth Schroeder	9/20/13
4234	John Solheim	4/1/13
4263	Stephen Sporn	8/11/13
4284	Stacey Staley	10/17/13
4245	Megan Stamper	7/22/13
3286	Thomas Stone	5/24/13
4141	Erika Swenson	1/23/13
4236	Matthew Tobalsky	5/21/13
4240	Benjamin Van Vooren	7/15/13
4175	Jason Weekley	12/11/13
4196	Paul Welch	9/13/13
4286	Mary Ellen Wells	9/27/13
4256	Stephanie Willhite	6/20/13
4224	Kimberly Worrall	4/8/13
4182	Andrea Zetah	4/1/13

## MISSION STATEMENT

The mission of the Board of Examiners for Nursing Home Administrators is to promote the public's interest in quality care and effective services for residents of nursing facilities by ensuring that licensed administrators are qualified to perform their administrative duties.

**BENHA Online Services**  
Make Changes 24/7 at  
[www.benha.state.mn.us](http://www.benha.state.mn.us)  
Contact Information | AOR/Facility Information